

JOB SHADOW GUIDANCE

*This is a guide to assist DLR staff prepare individuals for a job shadow experience.
It is encouraged staff follow these steps, but each activity is not a requirement.*

Throughout the job shadow process, do keep in mind it is driven by the participant and ultimately their personal employment goals.

PRIOR TO JOB SHADOW

1. Identify 3-5 locations for a job shadow. Locations selected based on:
 - Interest inventory
 - Appropriate vocational/aptitude assessments
 - Labor market information specific to participants desired place of residence
 - One on one interaction/conversation
2. Participant will draft resume.
3. Participant will complete the Master Application. See Appendix A.
4. Contact the 3-5 potential job shadow sites then narrow down sites to 2-3 most appropriate. Employment Specialists will make initial contact and obtain job shadow details. Require participant to obtain job shadow details as well. (Refer to page 2, Job Shadow Checklist and page 3, Phone Script, of Participant Job Shadow Handbook)

Should the participant need accommodations while at the job shadow worksite, please discuss specific requirements prior to the scheduled job shadow.

Job Shadow Details include:

- Date
 - Time & length of shadow
 - Location
 - Contact person for DLR staff & contact person for participant; contact may be the same individual or different
 - Appropriate attire for business worksite
5. Appropriately list contact information at the bottom of Job Shadow Host Feedback, page 6 of the Business Handbook, in order to ensure the evaluation will be completed and returned.
 6. Participant may draft location specific career exploration justification paragraph. See Appendix B.
 7. Participant may draft location specific Personal Statement/Cover Letter. See Appendix C.
 8. Participant will draft a list of questions for host; refer to page 6 of Participant Job Shadow Handbook. If participant needs additional assistance brainstorming questions, please utilize the following link:
<http://www.quintcareers.com/job-shadowing-questions/>

9. Arrange mock interview. See Appendix D.

- Date
- Time
- Location
- Interviewer

After Job Shadow

1. Collect voucher/time card, questions, reflection, and evaluation from participant.
2. Employment Specialist will provide materials for thank you note to host.
3. Discuss job shadow experience with participant and next steps.

Attachments:

Appendix A: Master Application

Appendix B: Career Exploration Justification Example

Appendix C: Personal Statement/Cover Letter Example

Appendix D: Mock Interview Questions

APPENDIX A

Be prepared to answer all parts of this application. Not all items will be asked on every application, but it is best to be prepared for anything. If the answer to any question is “no” or “none,” do not leave the item blank; simply write “NA.” Do not write “see resume” in order to avoid completing any part of the application. Print all information so it is easier for the employer to read. Use blue or black ink.

APPLICANT INFORMATION							
Last Name			First		M.I.	Date	
Street Address					Apartment/Unit #		
City			State		ZIP		
Phone			E-mail				
Position Applied for:		Desired Wage or Salary:			Date Available:		
Have you applied for employment with this company in the past? YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, when?							
Do you have friends or family working for this company? YES <input type="checkbox"/> NO <input type="checkbox"/> Who and in which department?							
Are you authorized to work in the U.S.? YES <input type="checkbox"/> NO <input type="checkbox"/>				Social Security Number:			
Have you ever worked for this company?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?			
Have you ever been convicted of any misdemeanor or felony?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain			
AVAILABILITY							
Full time <input type="checkbox"/> Part time <input type="checkbox"/> Temp <input type="checkbox"/> Seasonal <input type="checkbox"/> Days <input type="checkbox"/> Nights <input type="checkbox"/> Weekends <input type="checkbox"/> OT <input type="checkbox"/>					Are you willing to work holidays? YES <input type="checkbox"/> NO <input type="checkbox"/>		
Fill out the chart below of hours you are available to work							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
From							
To							
Are there days or hours you are unable or unwilling to work? Please specify							
Are you willing to relocate? YES <input type="checkbox"/> NO <input type="checkbox"/>				Are you willing to travel? YES <input type="checkbox"/> NO <input type="checkbox"/>			
EDUCATION							
High School			Address				
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree		
College			Address				
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree		

Other (Licenses, certificates, short-courses, workshops, etc.)

REFERENCES

Please list three professional references. Be sure to ask for their permission first and find out what they would say.

Full Name	Relationship
Address	Phone ()
Full Name	Relationship
Address	Phone ()
Full Name	Relationship
Address	Phone ()

EMPLOYMENT HISTORY

Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your current or previous supervisor for a reference?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your current or previous supervisor for a reference?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			

From	To	Reason for Leaving
May we contact your current or previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>		
Additional Information: (including explanation of any gaps in employment)		
SKILLS		
Please list any special skills you have. (Machines/tools, computer programs, foreign languages, etc.):		
RELATED CLUBS/VOLUNTEER WORK		
Organization's name	From	To
Skills Ascertained		
Organization's name	From	To
Skills Ascertained		
MILITARY SERVICE		
Branch	From	To
Rank at Discharge	Type of Discharge	
If other than honorable, explain		
JOB FUNCTIONS/ACCOMMODATIONS		
After reading the job description, if available, answer the following: Are you able to perform the essential requirements of the job as they are listed? YES <input type="checkbox"/> NO <input type="checkbox"/> If no, are there reasonable accommodations that can be made to allow you to perform the essential functions of the job?		
DISCLAIMER AND SIGNATURE		
I certify that my answers are true and complete to the best of my knowledge. By signing this document I am authorizing the company to conduct a background check. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.		
Signature		Date

APPENDIX B

According to labor market information research done with my Workforce Training representative, there is a demand for auto mechanics in the Black Hills area. The workplace environment is appealing because I have always enjoyed working with my hands and I take pride in building things from beginning to end. Because of the high demand for mechanics, I would be interested in further training and certifications and potentially opening my own shop one day.

APPENDIX C

Jane Doe
2330 N Maple Ave. #1 Rapid City, SD 57701
Cell Phone: 605.555.2326
Email: example@yahoo.com

Dear Mr. Labor,

I recently took a career insight assessment, which told me I had an underlying interest for becoming an auto mechanic. I have always had a passion for helping people which would make specializing in maintenance for one of the most relied upon daily necessities extremely rewarding.

I am exceptionally reliable and possess an infinite willingness to learn. Although I may not have a deep background in auto mechanics, I have the aptitude and perseverance to have a bright future in the industry.

I look forward to the job shadow opportunity with your business and learning all you have to offer. Please find my resume attached.

Sincerely,
Jane Doe

APPENDIX D

Job Shadow Interview Questions

1. What employer are you hoping to shadow?
2. Why is this particular job shadow of interest to you?
3. What do you know about this industry?
4. What do you hope to learn from this job shadow?
5. Tell me why you are qualified to spend a day with your employer of choice.
6. What attracted you to this specific employer/company?
7. What motivates you?
8. What can you offer that someone else cannot?
9. What qualities do you feel a successful manager should have?